Convention and Visitors Bureau of Dunwoody

The mission of the Convention and Visitors Bureau of Dunwoody, Inc is to generate economic development for Dunwoody by effectively marketing the facilities of the community and the surrounding areas as a preferred business, convention and tourism destination. The Corporation is the visitor's and meeting professional's trusted partner – the heart, soul and energy of our destination. We drive economic success and enhance the quality of life in our community. By establishing a convention and visitors bureau founded on excellence, Dunwoody will become a better destination.

The Convention and Visitors Bureau is seeking to hire an Executive Director to assist in meeting these goals.

The Executive Director will be responsible for the day to day operations of the Dunwoody Convention and Visitors Bureau which includes, but is not limited to: developing a pipeline of leads for the Dunwoody hotels, creating and maintaining systems that hold statistical data related to visitor inquiries and responses from specific advertising, promotion and other types of medias or events; coordination and development of all promotion and advertising campaigns in support of the tourism program; developing creative media in support of tourism campaigns; and creating strategic communication for the City Council, the Board of Directors and other interested parties in support of tourism.

The ideal candidate should have experience in creating, working with or for, or direct knowledge of a "start up" or newly established Convention and Visitors Bureau. Highly critical to this position is significant experience in internet marketing. Additional requirements include knowledge and application of the principles and practices of the tourism industry, knowledge and application of budget and accounting tracking practices, knowledge and application in the design, and production and execution of marketing programs.

For consideration please send resume, cover letter and salary history as a Word Document to: jobs@calvin-giordano.com

Salary is commensurate with experience. Position is open until filled.

Sponsorship not offered. US Citizen or current US Work Authorization required. Only candidates that meet the requirements will be considered.

For further information please contact Roma Rowland at recruiter@calvin-giordano.com